

Jefferson County Classification Specification

Name:	Department: Central Services-Maintenance
Position Title: Custodian	Pay Grade: 1 FLSA: N
Date: April 1995	Reports To: Maintenance Supervisor

Purpose of Classification

The purpose of positions in this classification is to perform custodial tasks, leadworker custodial tasks and operate floor waxing and buffing equipment during assigned shift and in assigned areas for Jefferson County.

Essential Duties and Responsibilities

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Operates floor cleaning and buffing machines. Applies floor wax.
- Dust and wet mops floors, stairs and landings.
- Coordinates completion of assigned tasks among other custodians on shift.
- Picks up litter. Collects garbage from containers and places in proper receptacle.
- Scours restroom floors, walls and fixtures. Replaces paper towels and toilet paper.
- Washes windows.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Prior custodial experience preferred.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to compare, count, differentiate, measure and/or sort data and information.
- Ability to follow specific instructions and respond to simple requests from others.
- Ability to utilize a variety of reference data and information such as production orders, operating instructions and schedules.
- Ability to communicate effectively with Courthouse personnel.

Mathematical Ability

- Ability to add, subtract, multiply and divide.

Judgment and Situational Reasoning Ability

- Ability to apply functional reasoning in performing routine functions following clearly prescribed standard practices.
- Ability to exercise the judgment required in situations characterized by repetitive or short cycle operations covered by set procedures or sequences.

Physical Requirements

- Ability to maneuver and steer equipment and machinery requiring simple but continuous adjustments, such as floor polisher, vacuum cleaner, floor cleaning machine and common hand tools.
- Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as assembling.
- Ability to exert moderate physical effort in light to moderate work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling. Ability to lift, carry, push, and pull floor cleaning/polishing equipment and furniture.
- Ability to recognize and identify similarities or differences between characteristics of forms, sounds and odors, associated with job-related objects, materials and ingredients.

Environmental Adaptability

- Ability to work under safe and comfortable conditions where exposure to environmental factors such as odors, toxic agents, noise, vibrations, wetness and machinery poses some risk of injury.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date